

**DRAFT
STATEMENT OF WORK**

**ATLANTIC COAST COOPERATIVE
STATISTICS PROGRAM
COORDINATOR**

Table of Contents

Table of Contents	ii
I. INTRODUCTION	1
1.0 Organization	1
2.0 Work Location	1
3.0 General Scope	1
II. TASK ORDER PURPOSE	1
III. TASK ORDER SPECIFICATIONS	2
TASK A. ACCSP Economic and Sociocultural Pilot Study	2
1.0 Objective	2
2.0 Scope of work	2
3.0 Specific Tasks	3
4.0 Task Management	3
4.1 Deliverables	3
TASK B. Coordination of Other ACCSP Projects	4
1.0 Objective	4
2.0 Scope of Work	4
3.0 Specific Tasks	4
4.0 Task Management	5
TASK C. Coordination with State Programs	6
1.0 Objective	6
2.0 Scope of Work	6
3.0 Specific Tasks	6
4.0 Task Management	7
IV. TASK ORDER ADMINISTRATION	7
1.0 Task Order Monitoring	7
2.0 Acceptance of Deliverables	7
3.0 Responsibilities of The Government	7
4.0 Special Provisions	8
5.0 Period of Performance	8
Appendix	9
Acronyms used in statement of work	9

I. INTRODUCTION

1.0 Organization: National Marine Fisheries Service
Northeast Regional Office
Fishery Statistics Office
One Blackburn Drive
Gloucester, Massachusetts 01930

2.0 Work Location: Fishery Statistics Office
Gloucester, Massachusetts

3.0 General Scope:

The Atlantic Coast Cooperative Statistics Program (ACCSP) was formed in 1996 as a partnership between all entities which have marine fisheries data collection and dissemination responsibilities along the Atlantic coast, including the National Marine Fisheries Service (NMFS). This partnership currently consists of 15 states, two federal agencies and six other entities. The goal of the program is to improve the scope and quality of data describing commercial and recreational fisheries. The main focus is to increase the resolution of the data and eliminate any duplication in the collections where partners have overlapping responsibilities, and to improve the availability of those data. These former two goals are primarily being achieved through funding projects within the 23 partners current data structures through an annual grant process.

The Fisheries Statistics Office (FSO) has received funding for 11 projects worth more than \$700,000 over a period of three years. In addition to these projects, the Office is also either cooperating with, or has some involvement in virtually every project being conducted by partners in the Northeast, Maine through Virginia. These projects cover the range of those funded by ACCSP. From simple data collections to trails of new technologies to this industry.

In addition to projects funded under ACCSP, the FSO has an ongoing interest in the coordinated collection of fisheries statistics in the Northeast. Many of the states in the region have their own data collection system, primarily targeting fisheries which are totally within their internal waters. In order to forward the coastwide cooperative goals of ACCSP, as well as those of NMFS and FSO in general to acquire complete landings statistics, increased coordination and cooperation with states outside of the ACCSP process is necessary.

II. TASK ORDER PURPOSE

Currently these projects are overseen and administrated by the individual project manager or principal investigator. With each being responsible for any contracts associated with the project, its budgeting and reporting. Much of this work is very similar from one project to the other. Thus, the purpose of this statement of work is to improve the efficiency of the administration of

these projects, as well as increase our involvement with the individual state agencies and others.

III. TASK ORDER SPECIFICATIONS

The contractor shall perform the duties required by this task order in accordance with standard NMFS procedures. These procedures are detailed in the following manuals: Manual for Conducting ACCSP Economic and Sociocultural Pilot Study; and NOAA Administrative Order (AO) 216-100, "Protection of Confidential Fisheries Statistics". These manuals and the AO are incorporated into this document by reference.

TASK A. ACCSP Economic and Sociocultural Pilot Study (25%)

1.0 Objective

To assist in the collection and processing of economic and sociocultural information about commercial harvesters, and party and charter boat operators, and to provide monitoring and coordination of this project.

2.0 Scope of work

The pilot study randomly selects vessel owners with certain federal permits and ask them to be voluntary members of a survey panel. A survey panel is a group of people representative of a larger group. In this case they will be representative of individual commercial and for-hire fishers who have summer flounder permits but engage in a wide variety of fisheries. Vessel owners and captains will provide economic information about their business and sociocultural information about themselves. They also give permission for their crew to be surveyed. Panel members are asked to remain on the panel for the duration of the three-year pilot study.

NMFS field agents administer the surveys through personal interviews. These provide the opportunity for panel members to ask questions about surveys which will lead to more accurate information. As panel members become more familiar with what is being asked, some of these interviews may be done over the phone.

Data collected by this study are recorded on standard forms by NMFS field agents during interviews of the vessel owner/operators and crew members. These forms are transmitted to the FSO either through fax or regular mail and processed through an optical character recognition (OCR) system. Subsequent to the processing of these data, they are loaded into an Oracle data system.

This project is funded through ACCSP, and is conducted by FSO field and headquarters staff. This involves staff time from that office as well as logistical resources including non-standard office equipment and vehicles. Portions of this project are also contracted to vendors for the

development of specialized software applications, printing of project materials and industry outreach.

3.0 Specific Tasks

- 3.1 Provide project coordination.
- 3.2 Develop spending plans, budget study expenditures and monitor personnel time for budgeting.
- 3.3 Communicate and coordinate with Committee for Economic and Social Sciences (CESS) and it's subcommittee overseeing this project.
- 3.4 Draft annual proposals to renew study and secure funding from Operations Committee of ACCSP.
- 3.5 Monitor and report on deliverables of contracts related to study.
- 3.6 Work with data entry system, Oracle tables and Microsoft Access database.
- 3.7 Prepare summarization and reporting systems for publication on Internet and progress reports to be submitted to ACCSP.
- 3.8 Provide semiannual progress reports.
- 3.9 Plan and conduct specialized training programs for survey enumerators/interviewers. Prepare and present Pilot Study presentations at annual FSO staff meetings.
- 3.10 Prepare outreach materials with objective of gaining/increasing fishing industries participation in this study.
- 3.11 Attend annual fishery forum meetings for this purpose.
- 3.12 Coordinate and communicate with field agents. Assist in solving problems that may arise from study activities.

4.0 Task Management

4.1 Deliverables

The contractor shall provide the following according to standard NMFS procedures and within the prescribed schedules.

- 4.1.1 Meet quarterly, semiannual, and annual reporting periods for conducting surveys

- as outlined in the pilot study manual.
- 4.1.2 Spending plans and draft annual proposals to renew Study to be submitted to the ACCSP. Proposals are generally required to be submitted by August 1 of each year. However, additional or different deadlines may be set.
 - 4.1.3 On a routine basis, work with the data entry system, Oracle tables and Microsoft Access database for this project
 - 4.1.4 On a routine basis, prepare summaries and reports for publication on Internet and in progress reports to be submitted to ACCSP.
 - 4.1.5 Provide semiannual progress report within 20 business days of the anniversary date of receiving funding for the project and every six months thereafter.

TASK B. Coordination of Other ACCSP Projects (50%)

1.0 Objective:

To coordinate other ACCSP projects and provide quarterly project reports including monitoring of contract expenditures and reporting on deliverables.

2.0 Scope of Work:

In addition to this project and the one discussed in Task A, the FSO has six ongoing ACCSP funded projects. These are:

- (1) Dealer and Vessel Data Verification;
- (2) Statistical Analysis of the 2-ticket System;
- (3) Coast-Wide IVR System;
- (4) Electronic Dealer Reporting;
- (5) Dealer Biological Sampling; and
- (6) Front-end Data Entry System for Surf Clam / Ocean Quahog Fishery.

As other projects are funded through ACCSP, they may be added to this list.

The work specified in these projects is being accomplished through a combination of internal NMFS staff, cooperation with other ACCSP partners, as well as through the use of contracts. As a condition of the grants from ACCSP, the FSO is required to monitor resource usage, including expenditures and personnel time, for the projects as well as make periodic reports on their progress and results.

3.0 Specific Tasks:

The following tasks shall be required from the contractor to ensure acceptable performance. The contractor is required to become familiar with the specifications of each of the projects in order to monitor receipt of deliverables and to ensure proper accountings of contract expenditures. The

contractor shall also coordinate with other ACCSP partners in the Northeast in the development and implementation of current and future ACCSP projects. The contractor will be instrumental in improving the delivery of products, reduction in the duplication of effort, and ensuring the timely completion of projects and of required reports

- 3.1 The contractor shall be responsible for tracking deliverables for all projects detailed in this task, and for accountings of resource expenditures. For each ACCSP funded project, the contractor shall:
 - 3.1.1 Project Expenditure Reports: develop and provide a report summarizing the current expenditures of funds, staff time and other resources for each project and comparing those expenditures against those allocated to each project.
 - 3.1.2 Project Deliverable Reports: develop and provide a report detailing the deliverables of each project, their due dates and their status and submission dates.
- 3.2 Using information provided by the Government, for all projects detailed in this section with the exception of (2), Statistical Analysis of the 2-ticket System, the contractor shall be responsible for the development, implementation, and delivery of standard quarterly progress reports, annual summaries and detailed completion reports.
- 3.3 The Contractor shall be responsible for the completion of annual funding proposals to be submitted to ACCSP for consideration. These shall be coordinated with FSO staff, other Northeast Regional Office (NERO) groups, NMFS Headquarters, as well as other Northeast partners as necessary, and follow the ACCSP standards.

4.0 Task Management:

- 4.1 Deliverables: The contractor shall provide the following according to standard NMFS procedures and within the prescribed schedules:
 - 4.1.1 Project Expenditure Reports: Monthly, within 10 business days of the end of each month.
 - 4.1.2 Project Deliverable Reports: Monthly, within 10 business days of the end of each month.
 - 4.1.3 Quarterly Progress Reports: Quarterly, within 15 business days of the end of each calendar quarter.
 - 4.1.4 Annual Summery Reports: Annually, within 20 business days of the anniversary date of receiving funding for the project.
 - 4.1.5 Project Completion Reports: Within 45 business days of the completion of each project.
 - 4.1.6 Funding Proposals: Annually, or as calls for proposals are issued by ACCSP. These generally require proposals to be submitted by August 1 of

each year. However, additional or different deadlines may be set.

TASK C. Coordination with State Programs (25%)

1.0 Objective

To ensure proper coordination of data collections and external ACCSP projects in the Northeast.

2.0 Scope of Work

The NMFS, in partnership with some state agencies, is responsible for the complete collection, processing and delivery of data describing commercial fisheries along the Northeast coast of the United States. In addition to NMFS, many states also have data collection programs which complement each other. In order to avoid duplication of efforts as well as to ensure that complete data are acquired, these programs must be coordinated. This is currently undertaken on a local basis by NMFS' state coordinators located in major ports along the coast. It is also one of the main goal of ACCSP. In order to keep FSO staff appraised of the status of the data collection programs in various state agencies, as well as to further the coordination of those ongoing programs and any funded through ACCSP, more centralized coordination is required.

3.0 Specific Tasks

The following tasks will be required of the contractor to ensure acceptable performance:

- 3.1 Working with FSO State Coordinators, become and remain knowledgeable of coordination efforts with state data collection programs.
- 3.2 Complete and keep updated, FSO's State Data Collections Manual.
- 3.3 Coordinate state partner ACCSP programs with FSO.
- 3.4 Monitor ACCSP-funded projects being conducted in the Northeast states and provide quarterly summaries of their status.
- 3.5 Provide notification when significant issues arise in the partner's ACCSP projects which may impact FSO's collections.

4.0 Task Management

4.1 Deliverables: The contractor shall provide the following according to standard NMFS procedures and within the prescribed schedules.

- 4.1.1 Within 45 working days of the start date of this contract, provide a draft of

the State Data Collections Manual.

4.1.2 Within 10 working days of the end of each calendar quarter, provide a summary of the status of each Northeast partners ACCSP projects.

4.1.3 Within 2 working days of the end of each week, provide if necessary, a summary of issues in each partner state which may affect FSO.

IV. TASK ORDER ADMINISTRATION

1.0 Task Order Monitoring

1.1 Task Order Monitor: The following Government staff will monitor this task order:

Gregory Power

NER/Fishery Statistics Office

One Blackburn Drive

Gloucester, Massachusetts 01930

E-mail: greg.power@noaa.gov

Tel: (978) 281-9304

Fax: (978) 281-9161

1.2 Invoices:

1.2.1 The contractor shall submit invoices to the Task Order Monitor at the address cited above.

1.2.2 All items invoiced shall be detailed proportionally according tasks.

2.0 Acceptance of Deliverables

The deliverables for each task under this order will be reviewed by the Government for completeness, adherence to specified standards and timeliness. The Government will have 10 working days to review the submissions and provide comments back to the contractor on the deliverables.

3.0 Responsibilities of The Government

3.1 Training: The Government will provide training in interviewing for socio-economic information upon assignment of panel members.

3.2 Facilities/Logistical Support: The Government shall provide the following as necessary to accomplish the described tasks.

a. Office space necessary for the completion of the tasks.

b. Standard office equipment, including a personal computer.

c. A government owned vehicle if required.

4.0 Special Provisions

- 4.1 Data handled under this task order are considered confidential. The contractor shall protect such data according to the provisions described in NOAA Administrative Order 216-100. The Contractor's staff requiring access to these data shall be required to sign a statement of non-disclosure.
- 4.2 Operation of a government owned vehicle may be required.
- 4.3 Contractor must have the following skills:
 - 4.3.1 Working knowledge of Microsoft Access and Oracle/SQL or have the ability to become familiar with and use these applications.
 - 4.3.2 Ability to organize diverse projects.
 - 4.3.3 Ability to create standardized reports.

5.0 Period of Performance

As specified in funding documents.

Appendix

The following attachments are included within this task order by reference:

1. Manual for Conducting ACCSP Economic and Sociocultural Pilot Study
2. NOAA Administrative Order 216-100,
3. Protection of Confidential Fisheries Statistics
4. List of ACCSP projects requiring coordination.

Acronyms used in statement of work:

ACCSP	Atlantic Coast Cooperative Statistics Program
AO	Administrative Order
CESS	Committee for Economic and Social Sciences
FSO	Fishery Statistics Office
NERO	Northeast Regional Office
NMFS	National Marine Fisheries Service
OCR	Optical Character Recognition